

ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (Check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

Chief, Training Aids Section

NO.

DATE

25 August 1950

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. Deputy Chief, TRD					I have discussed this with Oscar and [REDACTED] The difficulty is Willis does not maintain adequate files. ADMJr.
2. Chief, TRD					
3. Acting Chief VIA TMS					
4. [REDACTED]					2 to 3:and 4: It appears to me that a procedure should be established both for the requesting of films by the instructors of the Training Division and for the procurement of films from Graphics Register. To accomplish this it will be necessary to develop a graph of some type to bring out both of these requirements. Please outline a set of procedures as you presently see them and when accomplished discuss with me. WRP
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					